

CONFIDENTIAL

6 February 1959

MEMORANDUM FOR THE RECORD

SUBJECT: DTR Staff Meeting

1. Periodic briefings of Congressional committees and staffs will be coming up. Plans are being made to put these on a routine calendar basis by [REDACTED]

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2. Friday, 13 February, is DD/S's last day before his trip. Will be back 16 May.

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3. The task force, composed of [REDACTED] and [REDACTED] will meet with Mr. Kirkpatrick Thursday afternoons. The task force will be active in all elements of the Agency, but somewhat less active in DD/P for the time being. Mr. [REDACTED] is the focal point of the task force. The charter for the task force is contained in DCI regulations. Each Deputy Director is made responsible for continuing examination of his activities to insure efficiency and promote working conditions conducive to efficiency, production, and career service. Task force is going to come to OTR first. A & E will be examined first, starting this week.

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4. Messrs. Stans and Jones of the Bureau of the Budget will be briefed 24 February. [REDACTED] and his group are taking care of this.

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5. DD/S stated that following admin officers meeting [REDACTED] he received a list of questions raised at the meeting. He asked the representatives who attended the meeting to re-convene and prepare the answers immediately.

6. DD/S has finished organization review. No changes in the organizational phase. Each component within OTR will now be examined. This should be completed by mid-April. Efforts should be directed to insure that we are targeted to meet satisfactory requirements and our examination and resulting report should be based upon solid facts.

7. DD/S makes first report to Director next week on his findings as a result of the organizational review and whatever remarks he has in connection with the reduction of personnel.

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NO CHANGE in Class. ☐

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8. Within the next week OTR will receive operational ceiling paper. OTR must strive to reach this ceiling. Will step up selection-out program.

25X1A 9. [REDACTED] will attend advanced management course at Rock Island Arsenal preparatory to becoming Special Assistant to Col. White.

10. Notice will be circulated shortly on how Agency will control its grade structure.

11. DCI directive for greater efficiency. Examination into functions, projects, and procedures should bring about immediate action about individuals who are substandard. Report is due by 30 April.

12. At the DD/P meeting, Mr. [REDACTED] read a paper in which the President's Board was particularly critical of intelligence appreciation reports, since political action usually follows. Called for careful and critical use of wordage in reports.

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25X1A 13. [REDACTED] Division has now been re-organized and will be under DD/P. Little over 50 per cent of [REDACTED] Division cut. The new chief, who had been received from the [REDACTED], has been released to his parent service.

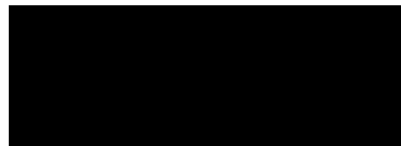
25X1A 14. Mr. Bissell expressed his personal endorsement of DCI's reduction plan.

15. The Career Council approved a policy statement on overtime. It will be distributed shortly. The Career Council approved draft notes of career average grades. Mr. Baird wrote a paper to the Council requesting their comments on training evaluations and what the Career Council wants. DD/P wanted to know why this was on the agenda. DD/P wants a performance report covering the performance of the person while in training. Evaluation is part of assessment. Attitudes should be included in the assessment report and not be considered evaluation.

25X1A9a 16. Not to be discussed with other elements of personnel of the Agency: A questionnaire about examination of functions, projects, procedures, and personnel is due back in Mr. [REDACTED] hands by 18 February. Each Deputy is directed to ask these questions of his office, branch, division, or staff chiefs for the purpose of writing his own paper, which will be the chief's position on these four things. DD/S said it has often been remarked around the Agency that a supervisor has said that if he had ten good people, the same work could be accomplished as is now being done by 25.

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17. A questionnaire on the value of the Career Service is being prepared. Should there be an Agency Career Service? Rotation of DD/I, DD/S, DD/P people? Differentiation between DD/A, DD/L, DD/P, etc.? This item is not to be discussed with other personnel.



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